The Gender & Women’s Studies Program is committed to supporting enrichment opportunities for students and faculty who are active participants in the women’s studies program. Applications for travel assistance must be accompanied by a letter indicating the purpose for travel, benefits for the applicant and women’s studies, and other financial support. Also, supporting documents, such as a letter of acceptance for a conference presentation or a conference announcement, should be attached. Upon completion of the funded experience, a brief report should be sent to the director, evaluating the benefits, what was learned, and what use the applicant will make of the experience.

Date: ____________________________________________

Name: __________________________________________

Department: ______________________________________

Amount Requested: _________________________________

Date of trip: ______________________________________

Purpose (briefly): __________________________________

Expenses: _________________________________________

Transportation: ____________________________________

Lodging: _________________________________________

Food: ____________________________________________

Registration: _____________________________________

Other: ___________________________________________

Total Expenses: ___________________________________

Mileage: $0.44 per mile
Room rent: http://www.gsa.gov/portal/category/21287
Food allowance: http://www.gsa.gov/portal/category/21287

Updated March, 2011